

HANDBOOK 25

CHAPTER 36

FOREIGN SERVICE ASSIGNMENTS AND TOURS OF DUTY

36A. Purpose

This chapter provides the policies, authorities, regulations and procedures for assignments and tours of duty for U.S. citizen employees of the AID Foreign Service.

** END OF SECTION **

CDT: 1993/06/20

EDT: 1989/11/01

36B. Applicability

This chapter applies to all AID U.S. direct-hire Foreign Service (FS) employees except those assigned to Executive Level (Ch. 39) and Resident-Hire (Ch. 34) positions, and direct-hire FS employees of the Office of Inspector General. The latter shall be governed by regulations and procedures for assignments and tours of duty as may be promulgated by the Inspector General under applicable authority.

** END OF SECTION **

CDT: 1993/06/20

EDT: 1989/11/01

36C. Authority

Foreign Service Act of 1980, as amended, Sec. 105, 502, 503, 504, 505.

** END OF SECTION **

CDT: 1993/06/20

EDT: 1989/11/01

36D. Definitions

1. Completion of Assignment Report (COAR). A completed COAR (AID 4-253) is the basic source of information for planning subsequent assignments for FS employees assigned to positions in the United States or in an overseas post.
2. Danger Pay Post. An overseas post that has civil insurrection, civil war, terrorism or wartime conditions that threaten physical harm or imminent danger to the health or well-being of employees.

3. Direct transfer. The reassignment of an FS employee from a post in one country to a post in another country or to the United States after completing 24 months service with deferred home leave.
4. Excursion tour. The assignment of an FS employee to a position in a field other than his/her specialty to broaden the experience and perspective of the employee.
5. Mid tour transfer. The reassignment of an FS employee from a post in one country to a post in another country or to the United States prior to completion of a prescribed tour of duty.
6. Rotation assignment. The assignment of an FS employee to the United States.
7. Tandem AID Foreign Service couple. A married couple one of whom is an employee of AID and the other an employee of AID or any other U.S. foreign affairs agency.

** END OF SECTION **

CDT: 1993/06/20

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36E. Policies

1. FS assignments will be made without regard to race, sex, color, age, religion, national origin, handicapping conditions, marital status or political affiliation.
2. AID FS career and career-candidate employees are required, as a condition of initial and continuing employment, to accept assignments on a worldwide basis at the discretion of the Agency for such periods of time as required by the Agency. Failure to accept an assignment may be cause for separation.
3. When considering Assignment Board recommendations, the Director, Office of Personnel Management (PFM/PM), or designee, will consider Agency needs, as well as a FS employee's assignment preferences, experiences, skills and abilities, career interest, language proficiencies, and health limitations, including that of individuals in the FS employee's family.
4. FS employees will serve two consecutive tours in one country, unless the post of assignment is designated as a one-tour post. After two consecutive tours in the same country, employees will be assigned to another country unless there is a strong justification for a third-tour assignment to the same country. An employee is eligible for a rotation assignment to the United States after a minimum of two tours overseas. Exceptions based on compassionate or compelling reasons may be approved by the Chief, Foreign Service Personnel Division (PFM/PM/FSP), or designee.
5. Foreign language competency is not a justification for retaining an employee beyond eight years in a geographic bureau, or beyond two tours of duty at a given post, except in special circumstances. Exceptions must be approved by the Director, PFM/PM, or designee. Exceptions usually will be made only for language-designated positions (LDP) and incumbents who have language competency at the S-3/R-3 level or above when potential language-qualified replacements are not available or cannot be expected to acquire the LDP proficiency within the required time period.
6. FS employees will serve in two or more geographic areas in two-tour and one-tour posts during their AID Foreign Service career.

7. FS employees must serve one tour of duty in the United States during each 15 years they are in the Service. An employee may not be assigned to duty in the United States for any period of continuous service exceeding eight years, except for special circumstances. Exceptions must be approved by the AA/PFM.
8. FS employees may not be assigned to continuous duty overseas for more than eight years, except for urgent Agency program needs. Exceptions must be approved by the Director, PFM/PM, or designee.
9. FS employees usually will be assigned to positions classified at the individual's personal rank or to positions classified one grade higher or lower than the individual's personal rank. Assignments to positions two or more grades above or below the individual's personal rank are exceptions and require justification and approval by the Director, PFM/PM, or designee. Employees serving in secretarial and executive assistant functions are exempted from the one-grade spread limitation.
10. Midtour transfers generally will not be made. Requests for such transfers must be justified by urgent Agency program needs or compassionate reasons.
11. The Agency may assign, when practical, both members of an AID tandem FS couple to the same overseas mission in positions appropriate to each employee's class level and qualifications. If this is not feasible, the two employees will be assigned to different posts, or one employee will be granted leave without pay (LWOP) for one tour. The employees will be counseled on possible assignment alternatives. (For information on how LWOP could have an adverse effect on a career candidate meeting the length of service necessary for tenuring, see HB 25, Ch. 5; HB 27, Ch. 7.) When appropriate from the standpoint of the Agency and the tandem couple, consideration will be given to assigning one employee to a part-time position when fulltime positions are not available for both employees (in such cases, HB 25, Ch. 26 will apply). Members of the same family may not be assigned in a supervisory-subordinate relationship, and generally should not be assigned in the same working unit of an organization.
12. When a Mission Director or Deputy Mission Director, or other head or deputy head of a major AID overseas organization is part of a tandem FS couple, his/her spouse may be employed in the same organization provided the spouse is not supervised nor performance rated or reviewed by him/her. The assignment in each case will be considered on its own merits and must be approved by the Director, M/PM, or designee.
13. An FS employee being considered for an assignment to a LDP for which he/she meets the foreign language, technical/professional and grade level qualifications, usually will be assigned to that LDP in preference to an employee competing for the position who meets all qualifications except for language.
14. When an employee without the required foreign language competence is assigned to an LDP, he/she will be assigned to language training prior to travel to post.
15. FS employees on rotation to AID/W should be assigned to positions designated and classified as FS positions. However, FS employees may be assigned to any vacant position.
16. An FS employee shall be required to repay the cost(s) of home leave for him/herself and dependents if the employee voluntarily separates or retires prior to completing at least six months of an assignment in the United States; of an overseas tour that begins or resumes upon completing home leave; or a combination of overseas and U.S. service, if applicable.

** END OF SECTION **

CDT: 1993/06/20
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36F. Responsibilities

1. The Administrator (A/AID)

a. Assigns an AID FS employee:

- to any established FS position in AID/W or abroad (including Senior Foreign Service positions); - to a non-FS (including Senior Executive Service) position in AID/W;

- with the concurrence of the agency, organization or other body concerned, to that agency, international organization, international commission or other international body; to a domestic or international trade, labor, agricultural, scientific or other conference, congress or gathering; to special instruction, training or orientation at or with a public or private organization; or to a state or local government, a public or private nonprofit organization (including an educational institution in the United States or in any territory or possession of the United States or in the Commonwealth of Puerto Rico), or to a Member or office of the U.S. Congress.

b. Extends a detail to other agencies and international organizations and bodies beyond four years of continuous service because of special circumstances, not to exceed an aggregate of eight years.

2. The Assistant Administrator for Personnel/Financial Management (AA/PFM)

a. Exercises responsibilities cited in 36F1a and b, as delegated.

b. Approves extensions of AID/W assignments beyond eight years.

3. The Director, Office of Personnel Management (PFM/PM/OD)

a. Exercises responsibilities cited in 36F1a and b, as delegated.

b. Directs the assignment of an FS employee.

c. Approves direct transfers based on Agency program needs or compassionate reasons.

4. Chief, Foreign Service Personnel Division (PFM/PM/FSP)

a. Exercises responsibilities cited in 36F1a, as delegated.

b. Approves or disapproves requests for shortening tours of duty or lengthening tours of duty in excess of three months.

c. Convenes Foreign Service Assignment Boards.

d. Verifies and prepares annual lists of AID FS positions expected to be vacant during the next assignment cycle.

e. Serves as Chairperson and a voting member of Assignment Boards.

f. Advises FS employees of assignment determinations and issues appropriate travel authorizations.

5. Foreign Service Assignment Boards Assist and support the Director, PFM/PM, or designee, by reviewing individual cases and recommending to the Director, PFM/PM, or designee, assignments in accordance with assignment precepts cited in Supp. 36B.

6. Mission Director Mission Director, or designee, in consultation with the appropriate AID/W bureau, may approve the shortening of a tour for up to 30 days.

** END OF SECTION **

CDT: 1993/06/20
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36G. Types of Assignments

1. Initial Assignment in AID/W

a. Career Candidates

Career Candidates are initially assigned to AID/W for orientation and initial professional (classroom and on-the-job) and language training. Initial assignments usually will not exceed one year plus time for language training. Career Candidates requiring less than six months of orientation and training are assigned directly to an overseas position. Career candidates requiring more than six months of orientation and training are assigned to positions within AID/W ceilings, unless participating in a formal training program for a specific occupational category. Initial assignments to AID/W of more than one year, excluding language training, must be approved by the Director, PFM/PM, or designee.

b. Non career Foreign Service Appointees

Non career FS appointees are selected to meet special Agency technical, professional or skills needs, usually of shorter duration than regular needs. Non career appointees have shorter orientation and initial training periods than Career Candidates, and usually will be assigned directly overseas.

c. Initial Orientation and Training

Orientation and training programs are designed for Career Candidates and non career appointees by M/PM in collaboration with appropriate AID/W bureaus and offices to meet overseas position requirements.

2. Rotation Assignment

a. Rotation assignments include, but are not limited to, assignments to AID/W; positions in state or local governments; international organizations in the United States or nonprofit institutions (including educational); a Member or office of the U.S. Congress; long-term training; details to other federal agencies; or the AID/W reassignment complement.

b. An FS employee may be assigned to any vacant position in the Agency for which he/she is eligible and qualified.

3. Overseas Assignment

An FS employee may be assigned to any overseas post at the Agency's discretion.

a. Midtour Transfers

Midtour transfers must be justified by urgent Agency program needs or compassionate reasons, and must be approved by the Director, PFM/PM, or designee.

b. Direct Transfers Direct transfers must be justified by urgent Agency program needs or compassionate reasons, and must be approved by the Director, PFM/PM, or designee.

4. Excursion Tour Assignment

a. FS employees may seek or be encouraged to serve in fields other than their assigned occupational specialties. Excursion tours need not be cleared by a Technical Review Committee, but must be approved by the Director, PFM/PM, or designee.

b. After completing an excursion tour, an FS employee may return to his/her primary occupational specialty or may continue on excursion tours. An employee who wants to be permanently assigned to the occupational category he/she served in during an excursion tour should inform PFM/PM/FSP of his/her interest so the employee's file can be reviewed to determine if he/she satisfactorily completed the excursion tour.

c. PFM/PM/FSP will inform the employee of the decision. PFM/PM/FSP will identify areas where qualifications are lacking; employees will be informed. Career Development Officers will provide guidance to help and FS employee gain the qualifications required for the occupational specialties in which he/she is interested.

5. Optional Tour of Duty

a. An FS employee who has been assigned to an AID overseas regional office (e.g., REDSO, ROCAP, RHUDO and RDO) and who has not yet departed for post may elect an optional tour of duty as follows:

(1) for posts authorized R&R, a three-year tour of duty with two R&Rs;

(2) for posts not authorized R&R, two 18-month tours with home leave after the first 18-month tour.

b. An FS employee must advise PFM/PM/FSP or PFM/PM/EPM, as appropriate, in advance of arrival at post whether he/she elects the optional or normal two 24-month tour. An employee who elects option (1) and later decides to return for a second tour must complete a full two-year tour.

6. Other Assignments Release of employees for assignments or details to organizations outside AID (e.g., international organizations, state and local governments, educational institutions) depends on Agency needs. Each request will be determined on a case-by-case basis, with consideration given to career development prospects of the concerned employee.

When outside assignments are contemplated, the following AID HB provisions will apply:

- to other U.S. agencies: HB 25, Ch. 43.
- to International Organizations: HB 25, Ch. 44.
- to state and local governments and educational institutions: HB 25, Ch. 45.
- to long-term training: HB 28, Ch. 9.

** END OF SECTION **

CDT: 1993/06/20
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36H. Tours of Duty

1. General

The Director, PFM/PM, or designee, and the Assistant Administrators of the geographic bureaus annually review the tours of duty for each mission within the respective bureaus. The review and any changes agreed to will be referred to the Administrator for approval and will be reflected in PFM/PM's annual cable and AID General Notice on the AID Foreign Service Assignment System. If there is disagreement between an AA/PFM and the Director, PFM/PM, or designee, the matter will be referred to the Administrator for final decision.

2. Overseas

a. Length of Tour

The standard length of a tour of duty overseas is 24 months. Exceptions are assignments at posts the Secretary of State designates as danger posts. For danger posts that do not allow dependents to accompany the FS employee, the length of tour is 18 months. For danger posts that do allow dependents to accompany the employee, the tour is 24 months, whether or not the employee elects to have dependents accompany him/her.

b. Classification of Overseas Posts

AID posts are classified as one-tour and two-tour posts.

(1) Assignments to one-tour posts are made for one 24-month tour unless an additional tour is requested by the employee. Extensions are encouraged. If an employee is assigned to a one-tour post that is changed to a two-tour post before his/her arrival at post, he/she will be expected to serve two tours at post. If the designation is changed to a two-tour post after arrival at post, the employee will have the option of transferring upon completion of one tour unless Agency needs dictate otherwise.

(2) Assignments to two-tour posts are made for two 24-month tours. If an FS employee is assigned to a two-tour post that is changed to a one-tour post before his/her arrival at post, he/she will have the option of transferring at the end of one tour unless Agency needs dictate otherwise. If the designation is changed to one-tour after the employee's arrival at post, he/she will be expected to serve for two years after the date of the one-tour designation or until originally scheduled to depart post, whichever date occurs first.

(3) Whenever a change in designation of a post requires an adjustment in an FS employee's tour(s), consideration will be given to extenuating personal circumstances, such as schooling or health problems.

(4) The list of overseas posts by one-tour category is included in PFM/PM's annual cable and AID General Notice on the AID Foreign Service Assignment System.

3. United States

A tour of duty for a rotation assignment is 36 months. Rotation assignments are made to a position in AID/W but may include assignment to another federal agency or state or local government, reassignment or training complement, or a combination.

4. Extending a Tour of Duty

a. Overseas

A Mission Director, or designee, may approve the extension of an FS employee's tour of duty up to three months without AID/W approval. The Chief, PFM/PM/FSP, or designee, must be notified prior to such extension, so that the extension may be taken into consideration in planning forward assignments and training.

The Chief, PFM/PM/FSP, or designee, with mission recommendation and in consultation with the appropriate AID/W bureau, may authorize extensions in excess of three months but not to exceed one year. Such extensions must be granted before an Assignment Board acts on the employee's next assignment. Extending a tour of duty shall not result in the employee being assigned continuously overseas for more than three years without home leave, unless approved by the Administrator, or designee.

b. United States.

The extension of a rotation assignment beyond three years requires approval at different levels of authority. Requests for extensions beyond four years must include medical, compassionate or strong program justification.

(1) An extension of a rotation assignment up to five years for other than medical reasons must be approved by the Chief, PFM/PM/FSP, or designee.

(2) An extension of a rotation assignment up to five years due to medical disqualification of the FS employee or dependent(s) must be approved by the Chief, PFM/PM/FSP, or designee.

(3) An extension of a rotation assignment up to eight years must be approved by the Director, PFM/PM, or designee.

(4) An extension of a rotation assignment beyond eight years for any reason must be approved by the AA/M.

5. Reducing a Tour of Duty a. Overseas

(1) The Chief, PFM/PM/FSP, or designee, in consultation with the overseas mission and the appropriate AID/W bureau, may approve the shortening of a tour of duty. Mission Director, or designee, in consultation with the appropriate AID/W bureau, may approve the shortening of a tour for up to 30 days. (To determine home leave eligibility and R&R repayment liability if tour of duty is shortened, see HB 27, Ch. 5) In reviewing requests for shortened tours, PFM/PM/FSP will consider:

(a) The need for an FS employee to adjust arrival/departure dates to coincide with arrival dates of replacements and school schedules for dependent children. After a 24-month tour followed by approximately two months of home leave, arrival dates for each successive tour are pushed forward, placing the employee's departure/arrival more and more out of line with school schedules.

(b) Abolishment of an FS employee's position for program reasons and the condition that there is no other suitable position in the unit to which the affected employee can be assigned.

(c) Impairment of an FS employee's efficiency by climatic or other environmental conditions that affect the health of the employee or his/her dependents.

(d) Performance or conduct of an FS employee that has been documented as less than satisfactory or less than acceptable.

(e) Special program requirements or personal circumstances that adversely affect the employee or his/her dependent(s). If a tour of duty is shortened to less than 24 months solely for the convenience of the employee or if the employee resigns or retires prior to completing a full tour of duty, he/she may be liable for repayment of the costs of home leave, R&R and/or separation travel and transportation. See HB 27, Ch. 5F, and HB 30, Ch. 1C.

b. United States An FS employee may be assigned to another overseas post after less than 36 months in the United States. The shortening of a rotational tour will be based on special or critical needs for the employee's service overseas. The timing of such transfers shall be established following consultation with the office/or other organization to which the employee is assigned.

** END OF SECTION **

CDT: 1993/06/20
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36I. Foreign Service Assignment System

The AID FS assignment system considers program and administrative needs of the Agency as well as employee preferences and career development objectives. In general, the system works as follows:

Spring. PFM/PM/FSP verifies and prepares a list of overseas and AID/W positions (new and continuing) that must be filled during the next assignment cycle.

Summer. FS employees eligible for a new assignment during the next assignment cycle express their preferences for assignment to announced positions.

Fall/Winter. Assignment Boards review and recommend to the Director, PFM/PM, or designee, assignments of eligible FS employees to vacant positions and positions becoming vacant in the next assignment cycle. PFM/PM/FSP notifies receiving organizational units and employees of the new assignments as soon as the Director, PFM/PM, or designee, makes an assignment decision.

At the appropriate time, FS employees stationed overseas travel to the United States for home leave and, if applicable, consultation and training, after which they proceed to their next post of assignment. In the case of midtour or direct transfers, employees travel directly to the new post of assignment with, if appropriate, consultation and training en route in AID/W; home leave is arranged for at a later time.

** END OF SECTION **

CDT: 1993/06/20
EDT: 1989/11/01

36J. Foreign Service Assignment Procedures

1. Position Vacancy Lists, Member Eligibility

All vacancies covered by the bargaining unit will be identified in worldwide cables and in AID/W General Notices that will include position level, backstop and language requirements. This information will be updated at least four times during the cycle. FS employees will be provided the information in time to express preferences for positions for which they are eligible and qualify. Employees who have not received assignment notification may express preferences based on periodic updates.

2. Completion of Assignment Report

FS employees assigned overseas should use cables to indicate their preferences for positions and posts, to initiate requests for shortening or extending tours, and/or to state their intentions to apply for training. Cables must contain information required on the COAR form (AID 4-253) and certification that the employee is aware of the cable content and concurs. Cables should be marked "Personal Information." The COAR form is required for employees assigned to the United States.

** END OF SECTION **

CDT: 1993/06/20

EDT: 1989/11/01

36K. Actions Following Assignment Determinations

1. PFM/PM/FSP informs relevant parties of assignment determinations.
2. Travel authorizations will state one of the following determinations:
 - a. Post Determined. PFM/PM/FSP notifies the FS employee's mission/office and authorizes Home Leave/Return to Post, Home Leave and Transfer, Midtour Transfer, Direct Transfer or Rotation to the United States, as appropriate. Members will be informed as to the length of their next assignment and, as appropriate, the intended scheduling of home leave.
 - b. Assignment to Complement. If an assignment determination has not been made before an FS employee is scheduled for departure from a current assignment, PFM/PM/FSP will authorize home leave, midtour or direct transfer, as appropriate, to the reassignment complement.

** END OF SECTION **

CDT: 1993/06/20

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36L. Special Assignment Problems

1. When an FS employee is identified as having a special placement problem, PFM/PM/FSP will determine whether it is performance-related or caused by other factors. The review will be conducted by the appropriate Career Development Officer (CDO) and will be based on the employee's personnel file, documented performance history, background and skills.
2. If the PFM/PM/FSP review indicates that an FS employee is in an occupational skills category surplus to current Agency needs, the CDO will counsel the employee with regard to the nature of the placement problem, prospects for assignments and possible actions that might be taken to alleviate or resolve the problem.

Courses of action may include:

- consideration of an excursion tour to gain professional or technical skills necessary to change the employee's field of specialty;

- a combination of self-study or on-the-job and formal training to help make the employee more competitive in the assigned occupational category, or to prepare the employee for positions in non surplus specialties.

3. If review results indicate that the FS employee's placement problem is due to performance, the CDO will provide counseling on steps the employee might take to improve performance to acceptable levels. If the employee's performance level is improved and documented as having reached a level of operational acceptability, but placement of the employee is not forthcoming, PFM/PM/FSP may recommend that the Director, PFM/PM, or designee, direct the assignment of the employee to a suitable position.

** END OF SECTION **

CDT: 1993/06/20

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Supplement 36A

COMPLETION OF ASSIGNMENT REPORT (COAR) AID 4-253 (10-85)

1. Purpose

This supplement describes the responsibilities of FS employees, field missions and AID/W organizational units regarding COARs.

** END OF SECTION **

CDT: 1993/06/20

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2. Applicability

This supplement applies to all AID U.S. direct-hire FS employees except those assigned to Executive (Chapter 8) and Resident-Hire positions (Chapter 7), and direct-hire FS employees of the Office of Inspector General. The latter shall be governed by regulations and procedures for assignments and tours of duty as may be promulgated by the Inspector General under applicable authority.

** END OF SECTION **

CDT: 1993/06/20

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3. Submission of COARs

a. FS employees are responsible for the proper completion and timely submission of COARs according to the schedule in M/PM's annual worldwide cable and the AID General Notice on the Foreign Service Assignment System.

b. FS employees must complete COARs according to assignment precepts. Failure to do so may cause the COAR to be rejected and the assumption that the employee is available for any announced position.

c. Field missions and AID/W organizational units should establish and maintain controls to assure that completed COARs are forwarded to reach M/PM/FSP by the due date. If timely delivery to M/PM/FSP is a problem, COAR information may be submitted by cable. The COAR format must be followed if a cable is used, or M/PM/FSP will reject the cable.

** END OF SECTION **

CDT: 1993/06/20

EDT: 1988/03/31

4. Position Preferences

a. Referring to the position vacancy lists and according to instruction messages, FS employees identify their preferences for positions.

(1) Employees must express preferences for at least four vacancies in the employee's current backstop and/or in any backstop for which he/she has been approved, if at least four such positions appear on the vacancy list. There is no limit to the number of bids that may be submitted.

(2) Employees serving at less than 25% differential posts must include at least two preferences for positions in 25% posts or posts where a combination of differential and danger pay exceeds 25%.

(3) Employees who will have served two current and consecutive tours in a region must express preferences for at least two positions outside of that region. AID/W is considered a region.

(4) Employees completing four years on rotation must express preferences for overseas positions.

(5) Employees who will have served overseas for eight years must express preferences for AID/W positions.

(6) Employees may express requests for long-term training, for detail assignments to other agencies or international organizations, or for shortening or lengthening their current tours of duty. Requests may be expressed in connection with preferences provided pursuant to the initial vacancy list and subsequent lists.

(7) Employees at the FS-1 level and above may request to be considered by the Executive Personnel Assignment Panel for executive level positions in the bargaining unit.

(8) Employees may express special concerns or needs, such as educational facilities, spousal employment and health considerations.

b. FS employees who do not state assignment preferences are presumed to have none.

c. Assignment action may be taken even though a COAR has not been received from an FS employee.

** END OF SECTION **

CDT: 1993/06/20

EDT: 1988/03/31

5. COAR Resubmissions

a. FS employees must follow instructions as specified in Section 4, Position Preferences when resubmitting COARS.

b. Resubmissions should be sent to M/PM/FSP within established deadlines.

c. Resubmissions are made to:

(1) add new positions announced in updates or delete original bids provided notification of onward assignment has not been received;

(2) change other information, such as requesting that a tour be lengthened or shortened, change a departure date or change the mission recommendation when fully justified for urgent Agency program needs or compassionate reasons;

(3) shorten a tour because the FS employee's specialty is no longer required at the mission or AID/W organizational unit. If this situation arises before the employee is due to submit a COAR, the submission will constitute an original COAR submission.

b. Resubmissions for compassionate reasons may be sent to M/PM/FSP at any time.

Attachment:

Attachment 36A-1, Completion of Assignment Report (COAR),
AID 4-253 (10-85)

ATTACHMENT 36A

COMPLETION OF ASSIGNMENT REPORT

1. Employee's Name (Last, First, middle initial) _____ 2. Grade (if signed) _____ 3. Extension (if signed) _____ 4. PD#/SI (if signed) _____ 5. Organization _____

6. "Out Security Position" _____ 7. Date Report 01/8 or Mission Assignment _____ 8. Date Arrival at Primary Post _____ 9. Date Second Outpost Tour _____ 10. Employee's Desired Departure Date _____ 11. Mission/Office Proposed Departure Date _____

12. ASSIGNMENT PREFERENCES

N O T E: Before completing, employee should consider personal career plans as well as the Agency's assignment process (DAB 26, Chap. 6). Also refer to general instruction and assignment policy tables. Positions listed which do not appear on assignment tables cannot be stated again. If positions open & required to the preference, please attach a separate sheet. Preference codes listed as follows:

Position Number (if signed)	Title	Grade (if signed)	Country	Date of Vacancy (if signed)	Language Requirements (if signed)
121					
122					
123					
124					
125					
126					
127					
128					
129					
130					
131					
132					
133					
134					
135					
136					
137					
138					
139					
140					

13. The above preferences are preferred. I understand that AID will consider the above, but actual assignments must also depend upon availability of a position and Agency personnel needs.

14. Signature of Employee _____ Date _____

I have taken an R&R on current tour: _____ Number of trips _____ Date travel accepted _____
 I plan to take an R&R on current tour: _____
 I have not specifically met with to take R&R on current tour: _____

15. MISSION/OFFICE CONCURRENCE

1. We met prior to employee's requested departure date.
 2. We met during or employee's requested return to work.
 3. We met during or employee's requested return to Mission/Bureau assignment.

Signature of Mission/Office Director or Designee _____ Date _____

AID 4-253 (6-85) - Page 1 AGENCY FOREIGN SERVICE PERSONNEL DIVISION

SAMPLE
 Until a new CDAR form is issued, employees should use this form. Employees should NOT complete crossed out boxes on page 1; other corrections are noted.

** END OF SECTION **

CDT: 1993/06/20
 EDT: 1985/06/01

Attachment 36A

Form AID 4-253 (6-85)
 Completion of Assignment Report

1. Employee's Name (Last, first, middle initial)	2. Grade (2 digits)	3. Step/zone (2 digits)	4. Organization
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18. EMPLOYEE'S COMMENTS: Use this space, if necessary, to clarify any entries made on page 1, or provide any additional pertinent information you wish to be considered in connection with your next assignment. This area includes, but is not limited to, limitations on assignment (such as medical, dependent education, etc.), language training for tenure or LDP, short and long-term training, desire to exercise re-employment rights, etc. Give specific justification for an assignment preference which conflicts with normal agency policy or practice. (See Handbook 22, Chapter 4 for assignment process.) Do not exceed three provided.

36

19. MISSION COMMENTS

SAMPLE

20. FOREIGN SERVICE PERSONNEL DIVISION (Acknowledge receipt to employee and indicate action taken)

↑
FOREIGN SERVICE

AID/W Bureau/Office Distribution _____

COAR received after established deadline and is being returned to employee without action. Employee will be considered for assignment to any position for which qualified.

Typed Name _____ Title _____ Date _____

CDT: 1993/06/20
EDT: 1988/03/31

Supplement 36B

FOREIGN SERVICE ASSIGNMENT BOARDS

1. Purpose

This supplement describes the operations of the AID Foreign Service Assignment Boards (ABs), including their authorities, composition, responsibilities and assignment precepts, and provides guidance to the ABs. The ABs assist and support the Director, M/PM, or designee, in exercising assignment authority.

** END OF SECTION **

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2. Applicability

This supplement applies to all AID U.S. direct-hire FS employees except those assigned to Executive (Chapter 39), Resident-Hire (Chapter 34) and Inspector General (IG) positions. IG assignments are made by the IG as determined by the needs of that office, and are based on the assignment precepts included in this Supplement except for the use of the ABs.

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3. AB Composition, Procedures and Administration

a. AB Membership

(1) Each AB has six permanent members: Chief, M/PM/FSP, or designee, who serves as AB chairperson; one AID/W senior official from the Bureaus of Africa, Asia and Near East and Latin America and the Caribbean; a representative of the Director, Office of Equal Opportunity Programs; and a Career Development Officer, M/PM/FSP.

(2) Permanent AB members attend all sessions for all backstops; each permanent member has one vote.

(3) Ad hoc AB members are added to the permanent AB membership as required. Ad hoc members who may cast votes for FS assignments according to specific backstop groups regardless of the location of the assignment are cited in Appendix 36B-1. Other ad hoc members may cast votes only on FS employees being considered for assignment to their respective bureau or office.

b. AB Meetings

AB meetings will be called by the chairperson as often as necessary.

c. Interim Actions between AB Meetings

All proposed assignments are recommended for consideration in a scheduled meeting. In exceptional situations, when an assignment decision must be made before the next scheduled AB meeting, the chairperson may contact members to obtain recommendations to act on a proposed assignment action.

d. Confidentiality of AB Deliberations

All discussions and comments made during AB meetings are confidential, and must not be discussed by any attendees in any way or at any time outside of AB meetings.

e. AB Recommendations

AB recommendations are based on a majority vote of its members.

f. Appeal of Assignments and Appeal Process Appeal of an assignment may come from:

(1) The principal AID officer of an overseas post may appeal the assignment of an FS employee to that post. The appeal, with justification, must be provided in writing to the Director, M/PM, or designee, within 10 working days of being notified of the assignment. In forwarding the appeal, the principal officer must exercise discretion to protect the reputation and privacy of the affected employee. The affected employee can request a copy of the principal officer's appeal, and has 10 days to forward comments to the Director, M/PM.

(2) An FS employee may appeal his/her assignment, with justification, in writing, to the Director, M/PM, within 10 working days of being notified of the assignment. A cable may be used to meet the time requirement. Upon receipt of the employee's appeal, M/PM will obtain relevant comments from the parent bureau.

(3) An Assistant Administrator or head of office may appeal the assignment of an FS employee to that bureau or office. The appeal, with justification, must be provided in writing to the Director, M/PM, within 10 working days of being notified of the assignment. In forwarding the appeal, the Assistant Administrator or head of office must exercise discretion to protect the reputation and privacy of the affected employee. The affected employee can request a copy of the Assistant Administrator's or head of office's appeal, and has 10 days to forward comments to the Director, M/PM.

(4) Any persons named in this section can appeal an assignment decision to the Assistant to the Administrator for Management.

g. AB Support

M/PM/FSP provides the following support services:

- schedules AB meetings;
- prepares AB meeting agendas;
- prepares background information on FS employees being considered for assignments;
- matches FS employee preferences to vacant positions;
- provides information, technical advice and recommendations regarding individual assignments;
- keeps minutes of AB meetings; --records AB recommendations;
- disseminates minutes;
- prepares and obtains clearances and approvals of all formal communications on assignments and required personnel actions to the field and to AID/W.

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4. Guidance to ABs

ABs will make individual assignment recommendations within the context of the following general criteria and basic concerns of the Agency:

a. Agency Program Needs. The needs of the Agency will be the predominant factor in determining FS employees' assignments.

b. Career Development Needs and Personal Preferences.

Assignment decisions will take into consideration FS employee needs and preferences regarding such factors as health; prior assignments; children's schooling; job responsibilities; post preference; opportunity for use of language capability and substantive training; need for language and other training; skills; academic background, experience and demonstrated abilities; grade; and opportunities for a broadening and enriching experience for the employee and his/her family. Employees are encouraged to provide their views on these matters in their COARs and to discuss their assignment preferences with their respective Career Development Officers.

c. Assignment Continuity. An assignment should be of sufficient length to allow time for the development of individual expertise and for meeting Agency needs for program continuity.

d. U.S. Government Perspective. Care must be taken to avoid the development of too strong a client orientation. Assignments of very long duration or repeated assignments to a particular country will not be permitted.

e. U.S. and AID Perspective. Periodic rotation assignments will be made to ensure that FS employees have the opportunity for reorientation to life in the United States and to overall AID policies, and to apply their overseas experience to AID/W operations.

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5. Assignment Precepts

a. Standard Tours

The standard overseas tour is 24 months followed by home leave. An FS employee should serve two standard tours at two-tour posts, provided the occupied position is continuing or another suitable position is available. Exceptions:

- danger posts that do not allow dependents;
- urgent Agency program needs;
- compelling personal circumstances.

b. Midtour Transfers

(1) Midtour transfers will be considered only if there are justifiable compassionate reasons or Agency program needs.

(2) FS employees midtour transferred from one overseas post to another post must serve the appropriate number of months overseas to qualify for home leave.

(3) If not inconsistent with other portions of this chapter, FS employees transferred midtour to a post must fulfill the tour required of that post.

(4) Midtour transfers made for the Agency's benefit shall not disadvantage the FS employee, e.g., eligibility for R&R or repayment of R&R costs if time at post requirements are not met.

c. Extensions

(1) If an extension is granted on the first tour at a two-tour post, the FS employee will return after home leave to complete a second full tour.

(2) Decisions to approve more than two tours at a two-tour post will take into consideration the need to accommodate employees who have been serving at one-tour or danger posts.

(3) After two consecutive tours in the same country, an employee will be assigned to another country unless there is strong justification for a third tour to the same country.

(4) Continuous overseas service of more than eight years is an exception and requires justification based upon urgent Agency program needs and approval of the Director, M/PM, or designee.

d. Rotation Assignments

(1) A standard rotation assignment is for 36 months. An FS employee is eligible for a rotation assignment after two tours overseas.

(2) A rotation assignment may be shortened if there are urgent Agency program needs. Rotation assignments also may be extended.

(3) An FS employee who has served continuously overseas for four or more tours will receive special consideration for a rotation assignment.

(4) An FS employee must be assigned in the United States for at least one rotation tour during each 15 years of service.

(5) An FS employee serving in a continuous rotation assignment for 48 months or more shall receive priority consideration for an overseas assignment.

(6) After continuous service of eight years in the United States, an FS employee will be assigned to an overseas post unless there are special circumstances.

e. Miscellaneous

(1) Service of eight years in the same geographic bureau (AID/W and overseas) creates a very strong presumption for assignment to another geographic bureau. Shifting boundaries of geographic bureau responsibility should not detract from the concept that FS employees should serve in different geographic areas during their careers.

(2) FS employee career patterns should reflect a balanced proportion of service at AID one-tour posts.

(3) The medical condition of an FS employee or dependents is a valid reason to temporarily alter the normal pattern of assignments.

Attachment:

Attachment 36B-1, Assignment Board Members and Voting Responsibilities

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Attachment 36B-1

**ASSIGNMENT BOARD MEMBERS
AND
VOTING RESPONSIBILITIES**

BACKSTOP GROUPS*	02	03	04	10	15	20	85
	05	06		12		21	
	07	92		14			
	11	93		25			
	72			30			
	94			50			
	95			60			
				75			

BOARD MEMBERS

PERMANENT MEMBERS:

Chief, M/PM/FSP, or designee	X	X	X	X	X	X	X
M/PM/FSP/CD	X	X	X	X	X	X	X
EOP	X	X	X	X	X	X	X
Africa Bureau	X	X	X	X	X	X	X
Asia/Near East Bureau	X	X	X	X	X	X	X
Latin America Bureau	X	X	X	X	X	X	X

AD HOC MEMBERS:

M/FM			X				
M/SER/EOMS		X					
GC							X
FVA					X		
PRE						X	
S&T				X+			
PPC							

+excluding behavioral sciences

*BACKSTOP GROUPS

02 Program Analysis	11 Economics	50 Health Sci, Medical & Pop
03 Adm Mgt	12 Program Mgt	60 Hum Res, Edu & Part Train

04 Financial Mgt	14 Rural Dev	72 Social Services
05 Secretarial Support	15 Food for Peace	75 Physical & Social Science
06 General Services	20 Hous, Urban & Com Dev	85 Legal
07 Adm Support	21 Bus, Ind & Priv Ent	92 Commodity Mgt
08 Audit & Inspection	25 Engineering	93 Contract Mgt
10 Agriculture	30 Nat Res & Energy Mgt	94 Project Development

** END OF SECTION **